

BUILDING SERVICES SUPERVISOR*Class Definition*

Under direction, performs supervisory work in custodial, site security, interior furnishings and minor building maintenance at City facilities.

Distinguishing Characteristics

Building Services Supervisor is a single position class assigned to the Facilities Management Division of the General Services Department. Through subordinate supervisors, the incumbent plans, schedules and assigns the work of personnel engaged in a wide range of custodial, interior furnishings, and minor building maintenance tasks. This class is distinguished from Facilities Maintenance Supervisor in that incumbents of the latter supervise crews involved in more technical, skilled and semi-skilled maintenance and construction projects. It is distinguished from Custodial Supervisor in that incumbents of the latter are first-line supervisors on an assigned shift.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Plans and schedules work and assigns custodial crews and equipment, through subordinate supervisors; reassigns workers to meet varying work loads and crew requirements.

Supervises the inspection of City facilities to insure cleanliness and for necessary improvements or repairs; prepares inspection reports and establishes work standards.

Supervises the preparation and maintenance of records and reports dealing with daily work activities.

Maintains time and labor distribution records; evaluates cost effectiveness of the various programs supervised.

Oversees the space planning, design, specification, installation, reconfiguration, maintenance, and inventory control of interior furnishings; prepares cost estimates of furnishings for user departments.

Selects, trains, and evaluates the performance of subordinates.

Establishes and conducts a comprehensive training program for employees that includes modern housekeeping methods, the proper use of materials and equipment, safety procedures, and site security and emergency procedures.

Orders and maintains material, equipment, and supplies inventories.

Determines appropriate levels and methods of site security and pest control; ensures proper services are provided.

Assists in the preparation of the custodial services, building repairs and furnishings budgets.

Prepares reports, project scopes of work and cost estimates; uses a personal computer for furnishings layout and inventory control, maintenance management, report preparation, etc.

Performs related duties as required.

Knowledge, Skills, and Abilities

Knowledge of modern housekeeping methods, materials, and equipment.

Knowledge of occupational hazards and safety precautions of custodial, pest control, and site security work.

Knowledge of principles of supervision and training.

Knowledge of cost control and budgeting.

Knowledge of the space planning, design, specification, installation, reconfiguration and maintenance of interior furnishings.

Knowledge of site security work.

Ability to maintain records and to prepare reports.

Ability to plan, organize, direct, and evaluate the work of others.

Ability to evaluate housekeeping workloads, work methods and to establish work standards, procedures, and schedules.

Ability to train employees in custodial work.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively both orally and in writing.

Minimum Qualifications

Twenty-four semester units from an accredited college or university in Business Administration, Public Administration, Industrial Technology with an emphasis in architecture, or Industrial Arts with an emphasis in interior design, or closely related field; and two years of experience in custodial services or commercial office systems space planning and installation, which included, or is supplemented by, one year of supervisory experience. Two years of additional qualifying experience may be substituted for the required education.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director of Personnel

DATE: _____

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